

Royal Lane Baptist Church  
Job Description – Ministerial Staff Positions

Job Title: Minister to Children Reports to: Pastor, in absence of Pastor, Personnel

Date Revised: August, 2022

### **Position Summary**

The Minister to Children provides spiritual education, guidance, and support to the children and their families of Royal Lane. This individual works in collaboration with the Minister to Youth and Minister of Music and Worship, Children's leadership, as well as the Pastor, to plan and direct children's programming and opportunities to participate in the worship service in alignment with the Royal Lanes Mission and Vision for Children.

### **Qualifications and Skills (Preferred)**

- Bachelor's Degree
- Master's Degree in Divinity or pursuing a seminary degree
- Experience working with children in a local church setting
- Experience coordinating and directing Children's programming

### **Duties and Responsibilities**

- Prepare and deliver the Children's sermon during Sunday morning worship; the topic should align with the lectionary text and overall theme of the worship that particular Sunday.
- Volunteers or other ministers may be enlisted to deliver the Children's sermon at the discretion of the Children's Minister.
- Godly Play - supplies and organize w/education, training of volunteers
- Supervise the transition of children from the Sanctuary to the Children's building. • Manage and assist teachers, volunteers, and childcare workers during Sunday School
- Plan and coordinate Wednesday Missions lessons and activities.
- Research new and developing current programs and activities.
- Procure supplies in a timely manner and make them available to volunteer teachers and childcare workers and children as needed.
- Manage Children's-related staffing concerns and building issues and report those to the Church staff and appropriate governing committees to be addressed.
- Assist Music Minister with Children's Choir, when necessary, and manage the entire Wednesday night hour.
- Be responsible for all children who are early-arriving and/or late-departing.
- Follow up with visiting Children and their guardians.
- Follow up with guardians of children when they have concerns or special needs regarding their children, children's workers, volunteers and/or the program.

- Plan and manage budget, lines, expenses and reimbursement with education
- Attend staff meetings in person when able, or by calling in.
- Attend monthly Deacons' meetings; provide an oral report concerning children's ministry.
- Attend monthly (or bi-monthly) Program Council meetings and provide an oral report concerning children's ministry.
- Attend Education Committee meetings (ex officio) in consultation regarding the Children's Ministry needs and requirements.
- Attend and assist in all aspects of worship and worship rehearsals involving children. • Facilitate the availability of Communion for adults serving in the children's building on applicable occasions.
- Plan and manage all aspects of Children's Summer Camp.
- Plan and assist in executing seasonal programs.
- Vacation Bible School (VBS)
  - Plan, manage and execute VBS including enlisting volunteers to fulfill staffing and programming needs.
  - Work with staff and church leadership to calendar the best time, during the year, for this event to occur. It's possible that these dates would change from year-to-year, while falling generally between June-August.

## **Review**

The Personnel Committee will coordinate an annual review process involving the Pastor, other ministerial staff, and members of the congregation selected by the Personnel Committee.

## **Supervises**

Childcare Workers  
 Children's Ministry Steering Committee  
 Children's Sunday School Teachers  
 Volunteers who work with Children

## **Hours and Compensation**

This is currently a part-time position with \$21,000 compensation per year for 15-20 hours a week, with comp time off for extra hours required for special events at the discretion of the Pastor.